

**COUNTY PROBATION AND PAROLE OFFICERS' FIREARM EDUCATION AND TRAINING
COMMISSION**



ANNUAL REPORT
FISCAL YEAR 2017-2018
(July 1, 2017 – June 30, 2018)



9/1/2018

Section 5 (6) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of: "...an annual report to the Governor and to the General Assembly concerning: (i) the administration of the program; and ii) the activities of the commission together with any recommendations for executive or legislative actions."

Section 5 (16) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of: "...reports to the president judges of the courts of common pleas relating to compliance with this act."

This report, which is prepared and submitted in accordance with Act 158, contains statistics and data, which are current as of the end of Fiscal Year 2017-18.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith Graybill". The signature is fluid and cursive, with the first name "Keith" and last name "Graybill" clearly distinguishable.

Keith Graybill
Chairman

FY 2017-2018 ANNUAL REPORT

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1.0 Mission Statement

The County Probation and Parole Officers' Firearm Education and Training Commission is committed to providing county probation and parole departments of the Commonwealth quality firearms education and training programs; to improving the probation and parole officers' knowledge and competence with firearms; thereby, enhancing the safety and security of the citizens in the Commonwealth.

1.1 Major Accomplishments During the Fiscal Year:

1. Train The Trainer courses of 6,7,8.
2. FCTMS meetings with PIA.
3. Instructor Development Course.
4. Evaluation of the proposed new COF

1.2 Major Changes:

1. Curriculum changes to course 3, 4, 5
2. Addition of three new members to the Curriculum Committee.

1.3 Future Fiscal Year Initiatives:

1. Attempt to schedule and run Train-The-Trainer for courses 4-8.
2. Look to develop Train-The-Trainer for new courses 9 and 10.
3. Continue to run Instructor Development Course
4. Have the new FCTMS up and running.
5. Find new ways to save money.

1.4 Commission Website:

1. The commission maintains a website at www.fetc.pa.gov.

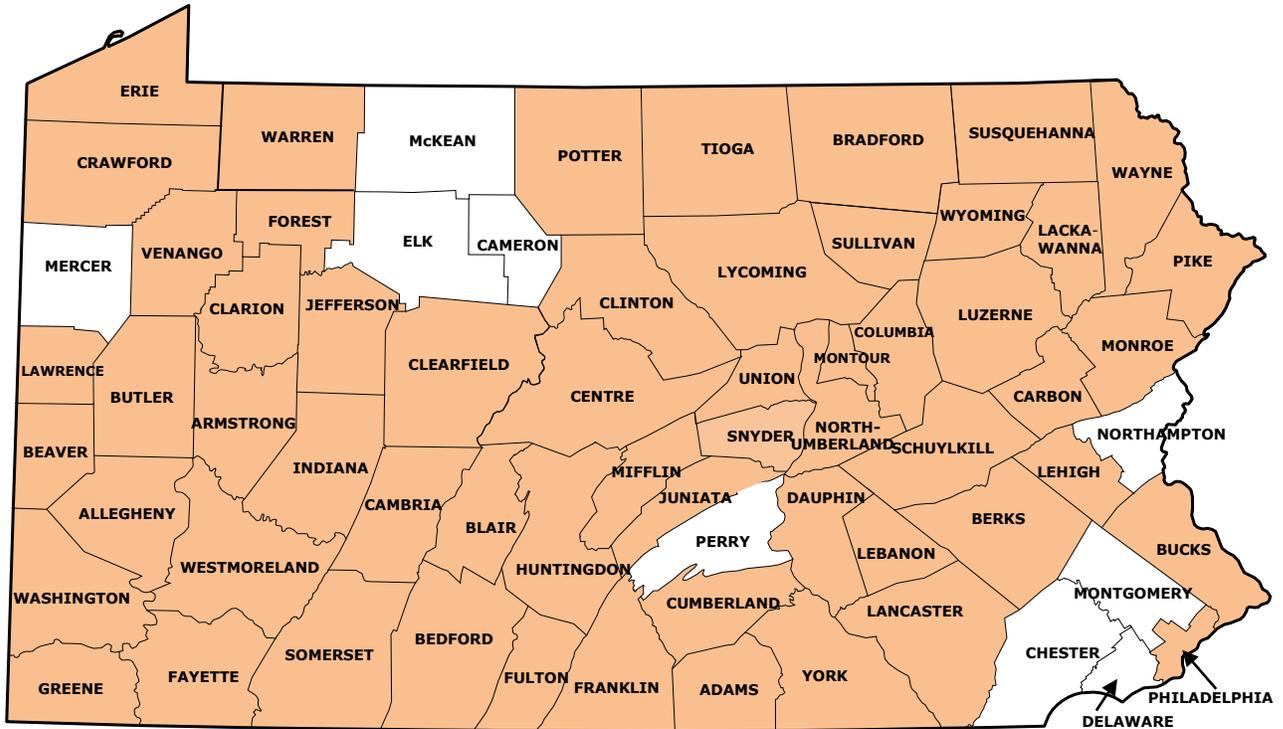
1.5 Counties that Carry

<u>COUNTY</u>	<u>DEPARTMENT(S)</u>
1. Adams	Adult and Juvenile
2. Allegheny	Adult and Juvenile
3. Armstrong	Adult and Juvenile
4. Beaver	Adult
5. Bedford	Adult and Juvenile
6. Berks	Adult and Juvenile
7. Blair	Adult
8. Bradford	Adult and Juvenile
9. Bucks	Adult
10. Butler	Adult and Juvenile
11. Cambria	Adult

12. Carbon	Adult
13. Centre	Adult and Juvenile
14. Clarion	Adult and Juvenile
15. Clearfield	Adult
16. Clinton	Adult and Juvenile
17. Columbia	Adult and Juvenile
18. Crawford	Adult
19. Cumberland	Adult and Juvenile
20. Dauphin	Adult, Juvenile and Work Release
21. Erie	Adult and Juvenile
22. Fayette	Adult and Juvenile
23. Forest	Adult
24. Franklin	Adult
25. Fulton	Adult and Juvenile
26. Greene	Adult and Juvenile
27. Huntingdon	Adult and Juvenile
28. Indiana	Adult
29. Jefferson	Adult and Juvenile
30. Juniata	Adult and Juvenile
31. Lackawanna	Adult
32. Lancaster	Adult
33. Lawrence	Adult and Juvenile
34. Lebanon	Adult and Juvenile
35. Lehigh	Adult
36. Luzerne	Adult and Juvenile
37. Lycoming	Adult and Juvenile
38. Mifflin	Adult, Juvenile and Domestic Relations
39. Monroe	Adult, Juvenile and Domestic Relations
40. Montour	Adult and Juvenile
41. Northumberland	Adult and Juvenile
42. Philadelphia	Adult and Juvenile
43. Pike	Adult, Juvenile and Domestic Relations
44. Potter	Adult and Juvenile
45. Schuylkill	Adult
46. Snyder	Adult and Juvenile
47. Somerset	Adult and Juvenile
48. Sullivan	Adult and Juvenile
49. Susquehanna	Adult and Juvenile
50. Tioga	Adult, Juvenile and Domestic Relations
51. Union	Adult and Juvenile
52. Venango	Adult and Juvenile
53. Warren	Adult
54. Washington	Adult and Juvenile

55. Wayne	Adult and Juvenile
56. Westmoreland	Adult and Juvenile
57. Wyoming	Adult and Juvenile
58. York	Adult

Total of 67 counties in PA; 58 counties (87%) currently employ approximately 1487 officers who are authorized to carry firearms on duty.



- 58 Counties with Probation/Parole Officers Authorized to Carry Firearms (87%)
- 9 Counties with Probation/Parole Officers Not Authorized to Carry Firearms (13%)

2.0 Personnel and Membership

2.1 Commissioners

TITLE	CATEGORY (Section 4. (a) Act 1994-158	COMMISSIONER	ORIGINALLY APPOINTED	CURRENT TERM EXPIRES
Chairman	Representative of the Juvenile Court Judges' Commission	Keith A. Graybill	July 9, 2007	March 3, 2020
Vice Chairman	County Adult Probation Officer/Firearms Instructor	Erik Christensen (Erie County)	October 3, 2011	November 10, 2020
Member	Chairman, Pennsylvania Board of Probation and Parole	Leo Dunn (Chairman PBPP)	Effective: March 15, 2016	
Member	County Adult Probation Officer/Chief	Michelle A. Beaver (Chief, Juniata County)	May 29, 2008	November 10, 2020
Member	County Adult Probation Officer/Firearms Instructor	Timothy Heitzman (Chief Northumberland County)	March 18, 2017	March 18, 2020
Member	A Director qualified under the Municipal Police Education and Training Law (P.L. 359, No. 120)	John Chilleri (Director of Academy Operations for Lackawanna College)	May 16, 2018	May 16, 2021
Member	County Commissioner of an Armed County	Larry Maggi (Washington County Commissioner's Office)	March 3, 2017	March 3, 2020
Member	Judge, Court of Common Pleas of an Armed County	Hon. Russell D. Shurtleff (44th Judicial District) Sullivan/Wyoming Counties	December 2, 2010	May 28, 2020
Member	Member, PA Council of Chief Juvenile Probation Officers	Chad Libby (Chief Dauphin County)	November 10, 2014	November 10, 2020

2.2 Commission Advisors

1. Mr. Thomas Dougherty, Director of Grants and Standards, Bureau of Probation Services, Pennsylvania Board of Probation and Parole
2. Mr. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
3. Helene Placey, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania
4. Mr. Gregory A. Young, Director, Division of Training, Pennsylvania Board of Probation and Parole

2.3 Commission Staff

1. Joseph MacLaughlin, Executive Director of the Firearms Commission
2. Ian Rowles, Clerk Typist III of the Firearms Commission

2.4 Committees

A. Curriculum Committee

The Curriculum Committee meets periodically to review the content of the Commission's courses, develop new courses, identify new areas and methods of training, make recommendations on training curricula, and discuss other issues related to the Commission.

1. Eric B. Burkholder, Berks County Juvenile Probation, Chair
2. Craig Christensen, Erie County Adult Probation, Vice – Chair
3. Vanessa Adler, Columbia County Adult Probation
4. Commissioner Erik Christensen, Erie County Adult Probation
5. Michael J. Guido, Dickinson College Public Safety, Carlisle Police Department (Ret.)
6. Ron Millward, Centre County Probation
7. David Mink, Allegheny County Juvenile Probation
8. Kenneth M. Smith, Pennsylvania Board of Probation and Parole
9. Neil N. Stefanisko, Schuylkill County Adult Probation
10. Dave Christian, Dauphin County Adult and Juvenile Probation
11. Ed Hosler, Clinton County Adult and Juvenile Probation
12. Mark King, Fayette County Juvenile Probation
13. Brad Halter, Bucks County Adult Probation
14. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
15. Executive Director of the Commission

B. Policy Committee

The Policy Committee reviews current policies and procedures, makes recommendations to the Commission on policy issues, and develops policies to be implemented.

1. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
2. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
3. Executive Director of the Commission

C. Officer Safety Research Committee

The Officer Safety Research Committee reviews and makes recommendations to the Commission on all aspects of officer safety.

1. Ron Millward, Centre County Adult and Juvenile Probation, Chair
2. Vanessa Adler, Columbia County Adult Probation
3. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
4. Jeffrey Aveni, Clearfield County Adult Probation
5. Executive Director of the Commission

D. Fiscal Committee

The Fiscal Committee's primary focus is to review the Commission's financial status, ensuring that revenue and expenditures are closely monitored and properly managed.

1. Commissioner Keith A. Graybill, Juvenile Court Judges Commission, Chair
2. Commissioner Michelle A. Beaver, Chief, Juniata County Probation
3. Executive Director of the Commission

3.0 Program Administration

The Commission meets every other month of the calendar year, usually in State College, Pennsylvania. Commissioners receive announcements and updates from the Chairman and Executive Director on topics and issues of interest to the Commission and conduct the general business functions of the Commission. The Executive Director and Chairmen of the various committees report on their activities and, as necessary, comment and make recommendations on business items before the Commission.

- 3.1 Commission Meetings: July 20, 2017, September 20, 2017, November 2, 2017, January 11, 2018, March 8, 2018, May 10, 2018.

4.0 Training Program Administration

The Commission oversees a variety of firearm-specific training courses. The courses are designed to improve probation officers' proficiency with their firearms. After completion of the Basic Firearms Training Academy, officers are required to complete additional courses yearly. Courses are either Commission-run, with in-service courses (Courses 2-8) conducted via a contract with the Harrisburg Area Community College, and Precision Weapons and Tactics, or are run in-house by individual county departments. A brief description and summary of the courses follows.

- 4.1 Basic Firearms Training Academy (FETC Course 1): Included in the program are topics on officer's authority, jurisdiction and use of force, firearm safety, introduction to firearms, and shooting fundamentals. The program consist of 24 hours of classroom work, followed by a knowledge inventory test. Then 33 hours of range operations followed by a qualification course of fire.

Table 4.1A Commission Course 1

Class / Class Code	Dates	Officers Trained
89 th BTA	8/22/17-9/22/17	12
90 th BTA	10/3/17-10/27/17	19
91 st BTA	4/10/18-5/4/18	25
92 nd BTA	6/5/18-6/29/18	23
4	Total	79

Table 4.1B In-House Course 1

Class Code	Dates	Officers Trained
BAECNAJ003	8/7/2017 – 8/18/2017	6
BACLWAD005	8/21/2017 – 9/1/2017	4
BACLYAD002	11/14/2017 12/1/2017	1
BACCAAD002	3/20/2018 – 4/13/2018	11
BACERAD013	4/23/2018 – 5/18/2018	5
BACERJU001	4/23/2018 – 5/18/2018	14
BACALJU009	4/24/2018 – 5/11/2018	8
BACFAAD013	5/21/2018 – 6/15/2018	2
BAECNAJ004	6/4/2018 – 6/15/2018	5
9	Total	56

- 4.2 Critical Incident/Report Writing (FETC Course 2) via Harrisburg Area Community College contract: This course offers information on defining and recognizing a critical incident and how to react to one in the interest of preserving the health of the officer and

their family. Participants explore the impact of a critical incident on an officer's life, identify the acute and delayed reactions to critical stress, recognize the potential for Post Traumatic Stress Syndrome, review confidentiality, legal and denial concerns of the officer that may inhibit their ability to deal with a critical incident, identify support activities that can serve to mitigate the negative effects of a critical incident, and review key concerns in preparing critical incident reports.

Table 4.2A Commission Course 2

Class Code	Date	Officers Trained
CECCOMM576	9/25/2017	6
CECCOMM584	12/4/2017	13
2	Total	19

Table 4.2B In-House Course 2

Class Code	Date	Officers Trained
CEWLWJU007	7/14/2017	1
CECLHAD012	9/26/2017	27
CECTICB003	10/17/2017	1
CECALAD010	10/19/2017	1
CECSNAJ002	10/20/2017	5
CEEBKAD009	10/27/2017	1
CECLWAD011	11/15/2017	11
CECJUAJ001	11/16/2017	6
CECPHJU018	11/27/2017	12
CECSCAD003	12/05/2017	1
CECPHAD012	12/13/2017	5
CECALAD011	12/13/2017	3
CECBEAJ027	12/21/2017	5
CECDAAJ026	12/21/2017	2
CECLNAD002	12/26/2017	1
CEEADAJ002	12/28/2017	1
CECWYAD002	3/13/2018	1
CEELZAJ001	3/22/2018	19
CECSOAJ008	5/25/2018	12
19	Total	115

- 4.3 Officer Survival Mindset/Cover and Concealment/ Immediate Action Drills (FETC Course 3) via Harrisburg Area Community College and Precision Weapons and Tactics contract: This course explores the value and benefits of a positive mindset for the safety and survival

of probation and parole officers in dangerous circumstances, reviews the basic principles of marksmanship and weapon handling skills, provides instruction in tactical movement to cover and concealment as well as immediate actions to clear malfunctioning handguns.

Table 4.3A Commission Course 3

Class Code	Date	Officers Trained
CECCOMM600	10/12/2017	8
CECCOMM583	11/28/2017	20
CECCOMM609	4/30/2018	13
CECCOMM590	5/14/2018	17
CECCOMM602	5/22/2018	18
CECCOMM606	5/25/2018	17
CECCOMM617	6/4/2018	11
CECCOMM607	6/6/2018	10
CECCOMM624	6/11/2018	19
9	Total	133

Table 4.3B In-House Course 3

Class Code	Date	Officers Trained
CECCUAD003	11/1/2017 - 11/2/2017	36
CEWBUAJ005	5/10/2018	21
CECYKAD003	6/15/2018	17
CECYKAD004	6/22/2018	19
CECYKAD005	6/29/2018	17
5	Total	110

- 4.4 Wounded Officer Survival Tactics (FETC Course 4) via Harrisburg Area Community College and Precision Weapons and Tactics contract: This course explores one-handed clearing and re-loading techniques and a “no quit” attitude for the safety and survival of probation and parole officers in the performance of their duties.

Table 4.4A Commission Course 4

Class Code	Date	Officers Trained
CECCOMM595	9/25/2017	14
CECCOMM577	10/3/2017	11
CECCOMM598	10/10/2017	13
CECCOMM603	11/8/2017	20
CECCOMM585	12/6/2017	23

CECCOMM594	1/9/2018	19
CECCOMM593	1/10/2018	23
CECCOMM581	3/27/2018	14
CECCOMM579	4/13/2018	14
9	Total	151

Table 4.4B In-House Course 4

Class Code	Date	Officers Trained
CECPHJU017	11/28/2017	8
CECPHAD011	11/29/2017	5
CECBEAJ028	2/27/2018	16
CECFAJU006	3/16/2018	1
4	Total	30

- 4.5 SIMUNITION® Training (FETC Course 5) via Harrisburg Area Community College contract: This course is designed to help prepare probation and parole officers for real world situations and to validate or invalidate current training. The training covers officer safety issues relating to use of force decision-making, building approaches, door approaches, entries, tactics, team movement, and the proper use of safety equipment.

Table 4.5A Commission Course 5

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

Table 4.5B In-House Course 5

Class Code	Date	Officers Trained
CECSNAJ003	4/11/2018	6
1	Total	6

- 4.6 Deadly Force Response and Decision Making – Laser Shot® (FETC Course 6) via Harrisburg Area Community College contract: This course explores judgment and decision-making in shoot / no-shoot scenarios for the safety and survival of probation and parole officers in the performance of their duties.

Table 4.6A Commission Course 6

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

Table 4.6B In-House Course 6

Class Code	Date	Officers Trained
CECWAAD001	8/3/2017	4
CECWAAD002	9/7/2017	3
CEWWSJU007	10/4/2017	7
CECUNAJ002	12/4/2017	7
CECBEAJ024	12/5/2017	15
CEECNAJ002	12/7/2017	16
CECDAAJ025	12/14/2017	8
CECNOAJ003	12/19/2017	10
CEECNAJ003	5/31/2018	17
9	Total	87

- 4.7 Weapon Control / Weapon Retention and Disarming (FETC Course 7) via Harrisburg Area Community College contract: This course explores legal issues, mindset issues, and practical skills with regard to weapon retention and disarming techniques.

Table 4.7A Commission Course 7

Class Code	Date	Officers Trained
CEWBVAD003	9/28/2017	8
CECERAD007	9/29/2017	40
CECBEAJ025	12/6/2017	15
CECBEAJ026	12/7/2017	12
CEWBVAD005	2/28/2018	11
CECALAD012	4/6/2018	6
CEWWSJU008	6/13/2018	21
7	Total	113

Table 4.7B In-House Course 7

Class Code	Date	Officers Trained
CECCOMM575	9/21/2017	18
CECCOMM578	10/4/2017	10

CECCOMM580	10/25/2017	9
CECCOMM582	11/13/2017	17
4	Total	54

- 4.8 Advanced Fundamentals of Handgun Marksmanship (FETC Course 8) via Harrisburg Area Community College and Precision Weapons and Tactics contract: This course more deeply explores the fundamentals of handgun marksmanship by incorporating drills and techniques to enhance an officer's ability to deliver an accurate shot(s) during a deadly force encounter.

Table 4.8A Commission Course 8

Class Code	Date	Officers Trained
CECCOMM596	9/26/2017	15
CECCOMM601	11/6/2017	13
CECCOMM586	12/18/2017	14
CECCOMM587	1/29/2018	8
CECCOMM588	2/21/2018	13
CECCOMM589	4/23/2018	14
CECCOMM608	4/26/2018	14
CECCOMM611	5/17/2018	12
CECCOMM599	5/21/2018	14
CECCOMM597	5/23/2018	12
CECCOMM614	5/24/2018	14
CECCOMM605	5/29/2018	9
CECCOMM592	5/30/2018	13
CECCOMM615	5/31/2018	10
CECCOMM616	6/1/2018	16
CECCOMM591	6/5/2018	14
CECCOMM610	6/5/2018	14
CECCOMM618	6/5/2018	16
CECCOMM619	6/6/2018	8
CECCOMM620	6/7/2018	15
CECCOMM621	6/8/2018	8
CECCOMM622	6/12/2018	8
CECCOMM625	6/12/2018	13
CECCOMM623	6/13/2018	15
CECCOMM612	6/15/2018	7
25	Total	309

Table 4.7B In-House Course 8

Class Code	Date	Officers Trained
CECCEAJ002	7/6/2017	5
CECCEAJ004	7/13/2017	5
CEEBKAD007	8/1/2017	8
CEEBKAD008	8/2/2017	8
4	Total	26

4.9 Train the Trainer Courses. These courses certify CFI's and MI's to instruct Courses 2-8.

Table 4.9A Train the Trainer

Class Code	Course	Date	Officers Trained
N/A	Instructor Development	7/18/17-7/19/17	11
N/A	Instructor Development	9/18/17-9/19/17	12
CECCOMM661	Train the Trainer Course 6	10/24/17	14
N/A	Instructor Development	11/14/17-11/15/17	6
CECCOMM662	Train the Trainer Course 7	1/9/2018	18
CECCOMM663	Train the Trainer Course 7	3/6/2018 – 3/7/2018	15
CECCOMM664	Train the Trainer Course 8	5/7/2018 – 5/8/2018	16

Table 4.8B Certified Firearms Instructor Course

TOTAL CLASSES	OFFICERS TRAINED
2	26

4.10 Total Number of Officers Trained

Table 4.10A Total of Commission and In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
111	1288

Table 4.10B Commission Courses

TOTAL CLASSES	OFFICERS TRAINED
56	804

Table 4.10C In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
55	484

5.0 Officers Annual Requalification

Officers must qualify with their duty weapon each year.

Table 5.0 Total number of officer annual requalifications:

TOTAL NUMBER OF REQUALIFICATION EVENTS	OFFICERS TRAINED
149	1220

6.0 Instructor Administration

The Commission certifies qualified instructors as Commission Certified Firearms instructors (CFI's). The Commission manages all CFI's including verifying credentials, training, and training records. After becoming a Commission CFI an instructor may qualify to become a Master Instructor (MI). An MI is a class of CFI who has satisfied additional Commission instructor requirements. MI's are authorized to conduct and oversee in-house trainings. Additionally, all instructors may attend Commission-run Train the Trainer classes to become familiarized and credentialed for specific courses of instruction.

Table 6.0 Number of MI's and CFI's

Number of MI's	Number of CFI's
43	172

7.0 End-of-Year Financial Status

7.1 Fiscal Year 2017-2018 Fund Balance: \$929,903

7.2 Fiscal Year 2017-2018 Personnel Costs \$168,116

DESCRIPTION	AMOUNT
SALARIES	\$95,886
BENEFITS	\$72,230
TOTAL	\$168,116

7.3 Fiscal Year 2017-2018 Operating Costs: \$327,217

7.4 Fiscal Year 2017-2018 Total Expenditures: \$494,334 (Not including commitments)

7.5 Fiscal Year 2017-2018 Total Revenues: \$398,701

7.6 Fiscal Year 2017-2018 Fund Balance: \$929,903

8.0 Recommendations for Executive or Legislative Actions

The Commission has no recommendations for either executive or legislative initiatives.

